

ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.07	
	DATE 7 JUL 99	OPR SEEM
SUBJECT: Discrimination Complaint Processing and Equal Opportunity Requirements	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

Our most valuable asset in accomplishing our mission is the outstanding caliber of people who make up the Arizona National Guard.

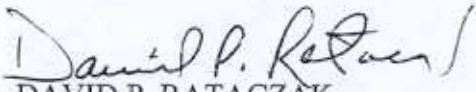
This establishes policy for processing complaints when applicants, Traditional Guardsmen, civilian employees, technicians and AGRs believe they are the victim of illegal discrimination because of race, color, religion, gender, national origin or non-disqualifying disability. To correct imbalances and eliminate discrimination, all Department of Emergency & Military Affairs, commanders, managers and supervisors are responsible for, and charged with, addressing complaints at the lowest level possible first.

The Department of Emergency & Military Affairs established a single complaint procedure that will ensure the conduct of timely inquiries and investigations. If you believe you are a victim of discrimination, contact the Human Resources Office (HRO) Equal Employment Opportunity office.

I direct each member of senior management to take a pro-active approach to process complaints, utilizing the chain-of-command. The following individuals are available for your assistance.

- Administrative Services Officer 267-2731
(State Employees)
- State EEO Specialist267-2319
(Tech/AGR/Military)
- State Equal Employment Manager 267-2786
(Tech/AGR/Military)

This policy statement will be posted on all unit bulletin boards.


 DAVID P. RATACZAK
 Major General, AZ ARNG
 The Adjutant General